

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: BELT PRESS OPERATOR Job Code: 0003a Pay Grade: 11

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: WASTEWATER

Salary: \$27,297.19 / Annual Hourly Rate: \$13.12 Per Hour

Days/Times: 7:00 AM TO 3:30 PM - Monday thru Friday with occasional weekend work

Closing Date: Open Until Filled

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Applications are accepted Monday through Friday from 8:30 AM TO 4:30 PM, unless City Hall is closed for an observed holiday. Please allow yourself ample time to complete the application.

Department Contact Name: Tony Richardson, Wastewater Superintendent

Contact Number & Email: (770) 830-2019 / trichardson@carrollton-ga.gov

** Please note that successful candidates for employment must pass a background check and drug screening prior to employment. **

SPECIAL ADDITIONAL REQUIREMENTS:

Class B CDL license preferred.

GENERAL STATEMENT OF JOB

Under general supervision, operates and maintains the sludge dewatering and disposal operations and the septic hauler disposal site for the City of Carrollton. Responsibilities include operating and maintaining sludge dewatering and disposal equipment, driving and maintaining dried sludge disposal vehicles (roll-a-ways), and participating in the septic hauler disposal operations. Operates backhoe, boom truck, compactor, bulldozer, and other medium to heavy equipment in support of public works and public utilities operations at the landfill, spray field, and other construction or maintenance projects. Operates belt presses and performs preventative maintenance at the water plant and related facilities. Reports directly to Belt Press Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operation and maintenance of belt presses, pumps, control panels, chemical feeders, electric motors, conveyors, and other related dewatering and disposal equipment at the City of Carrollton Bio-Solids Dewatering Facility.

Checks and lubricates pumps, motors, and other facility equipment, brings any mechanical defects to the attention of the belt press supervisor; assists with the maintenance, servicing, repair, and cleaning and general house-keeping of machinery, equipment, and other bio-solids dewatering physical facilities.

Maintains and records facility files. Ensures information recorded is accurate.

Participates in the conduct and operation of the City of Carrollton Septic Hauler Disposal site. Checks each hauler manifest form to insure completeness and accuracy before permitting haulers to discharge. Collects and appropriately stores samples of each discharge for compliance analysis. Inspects each load to insure that only acceptable material is being discharged to the facility. Communicates with the treatment plant or industrial monitoring coordinator as needed regarding discharged material or manifest form discrepancies.

Maneuvers heavy equipment and operates complex mechanisms involving digging, moving earth and materials, grading, loading, paving, and performing similar tasks in order to advance projects relating to construction and maintenance of City streets, utilities, and other infrastructure; equipment is primarily driven and operated on-site, but does require some driving over public roads; maneuvers in and around traffic, crew workers, equipment, utilities, and other obstacles; obeys all traffic laws and safety guidelines; monitors immediate environment and work area to ensure the safety of operator, other workers, the equipment, and the public.

Operates various heavy equipment, including a bulldozer and compactor to move and compact waste and other materials to ensure proper placement, level, and contents of landfill mounds. Operates same equipment to move and compact earth to provide proper covering for landfill.

Operates medium to heavy equipment, including a backhoe and bush hog to operate and maintain the sprayfield and plow site for the wastewater treatment operations; repairs, maintains, and cleans wastewater plant equipment, which may include the rotation of spray field valves, the repair to blow-outs, equipment maintenance, etc.; ensures sludge lines are drained for cold weather and that sludge transfer pumps are operational; operates bush hog to maintain grounds around spray site; assists wastewater operators as needed the general maintenance to plant equipment.

Operates medium to heavy equipment including a backhoe, boom truck, trencher, dump truck, and jack hammer to construct, repair, and maintain water distribution and collection systems, including water mains, sewer mains, fire hydrants, water meters, sewer taps, and man holes; relocates water meters, water mains, and sewer mains as needed; welds materials for water and sewer line system repairs; cuts concrete and patches cuts in pavement after repairs are completed; operates equipment

to remove large obstructions such as rock from repair sights; cleans sewer mains and taps, clearing away accumulated debris;

Operates a front-loading dumpster truck to collect and dump refuse from commercial dumpsters; maneuvers vehicle in and around traffic and tight locations taking care to avoid obstacles such as parked cars, pedestrians, and overhead utility lines; cleans and empties truck when full or at end of shift.

Performs maintenance on equipment used by ensuring fluids are kept at appropriate levels, ensuring proper oil and fuel levels, adequate inflation of tires, proper operation of lights; and performs simple preventive maintenance and repair to equipment used.

ADDITIONAL JOB FUNCTIONS

Operates vehicles and equipment in lower classifications as needed or assigned to complete division or departmental projects and workload.

Performs basic and semi-skilled labor as appropriate to assist in completion of maintenance, upkeep, and construction projects; picks up paper, limbs, and other debris; uses hand tools and operates motorized tools as necessary to complete assigned task; installs maintains street signs; and manually loads, moves, and arranges materials.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

High school diploma (or GED equivalent) with one to two years experience operating medium to heavy equipment; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must have a valid commercial driver's license issued by the State.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of maintenance equipment and tools including backhoe, sludge plow/applicator, boom truck, compactor, bulldozer, and other medium to heavy equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of fifty to seventy pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation. Requires the ability to write. Requires the ability to speak with and before others.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Equipment Operator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using heavy equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, heavy equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency or working in high traffic areas.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the policies, procedures, and activities of the City and medium to heavy equipment and truck operations practices as they pertain to the performance of duties relating to the position of Equipment Operator II. Has knowledge of medium to heavy equipment and truck operation and repair practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able

to effectively communicate and interact with supervisors, co-workers, and all other groups involved in the activities of the department. Is able to use independent judgment as situations warrant. Ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is knowledgeable and proficient with medium to heavy maintenance equipment.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff

and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the Systems Upkeep Superintendent, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.